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WorkFirst Handbook – Revised 7/1/03

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What is Post-Employment?

Post-Employment services are designed to provide job retention and wage progression for employed TANF and post-TANF participants. Post-Employment services are an essential tool in preventing participants from returning to TANF by helping them keep their current jobs, gain skills for a career, move toward better jobs, and become self-sufficient.

Post-employment activities are mandatory for those who are working part-time and still on TANF. The expectation is that they will participate full-time as long as they remain on the TANF grant. Options include blending employment with training or job search.

For full-time workers still on TANF, or those clients who exit TANF to employment, post-employment activities are voluntary, but still available. The intent is to provide services that will assist these clients to increase their earnings and job retention so they can advance.

△ Who is eligible for Post-Employment services and what are they eligible for?

TANF Recipients

- **Child Care:** When participating in work or approved work activities.
- **Support Services:** When participating in work or approved work activities as needed to maintain participation.

- RCW 74.08A
- [WAC 388-310-1800](#)
- Public Law 104-193 Sec. 407

Washington State welfare reform is based on a “work first” model, and on the conviction that everyone who can work should work, by immediately participating in job search or employment.

- **Tuition Assistance:** Employed in unsubsidized employment 20 hours or more per week or Work Study 16-19 hours per week.
- **ESD Post-Employment:** When employed (unsubsidized) 20 hours or more per week, participants must work with the local ESD WorkFirst office in job search activities unless they will engage in other approved post-employment activities, such as training. If working 32 or more hours a week participant can work with the WPLEX (WorkFirst Post-Employment Labor Exchange) for wage progression and job retention.

Former TANF Recipients

- **Child Care:** Employed parent(s) with income at or below 200%FPL.
- **Support Services:** Issued up to one-year post-TANF.
- **Tuition Assistance:** Employed in unsubsidized employment 20 hours or more per week or Work Study 16-19 hours per week with income at or below 175% FPL.

ESD Post-Employment: Participants who have gone to work for any number of hours a week and have exited TANF will be provided services by WPLEX for up to one year from the date they exit TANF. The services provided include:

- **Wage Progression:** Planning with participant to achieve skills consistent with the participant’s desires and abilities to support a good career choice.
- **Retention:** Services to help the participant keep their job.

Low income parents

- **Child Care:** Employed parent(s) with income at or below 200% FPL.
- **Support Services:** Not eligible for support services.
- **Tuition Assistance:** Employed in unsubsidized employment 20 hours or more per week or Work Study 16-19 hours per week with income at or below 175% FPL.





What are post-employment services offered by Employment Security Department?

For employed participants who are still on TANF, the case manager will continue to determine with the participant what services, including additional training or job search, they will need to exit TANF. If continued job search is the option, the case manager will open the JS component, update the IRP and refer the participant to the local ESD WorkFirst office for services. The case manager is not always the one who enters the PT/FT component: however, there are several ways this might occur. (See the step-by-step guidelines below)

If the participant is working part-time and still on the TANF grant then the case manager will update the IRP and refer the participant to the local ESD WorkFirst office for services.

If the participant is working full-time and still on the TANF grant then the case manager will update the IRP and refer the participant to WPLEX for services.

WPLEX staff will provide wage progression and job retention services, which will assist the participant to keep his or her job and advance in the job market. Services will be provided for up to one year from the date that they exit TANF. Support services can be issued for up to 6 months post-TANF.

Participants are added to the call center queues electronically when they have gone to work and are coded in e-JAS and employment information is entered on the employment screen (for any number of hours a week) and they have exited TANF.

The next day, the name will come up in the queue on the WorkFirst Call Center worker's computer and they will contact the participant and offer them services.. Participation is voluntary for post-TANF participants.

ESD staff updates a success plan with each WorkFirst participant. ESD staff build relationships with the WorkFirst participants. This assists in guiding, supporting, and encouraging the participant toward accountability, goal setting and good decision-making.

WorkFirst Call Center staff are available to assist participants by phone, while the participant is at home. The WorkFirst Call Center hours of operation beginning July 1, 2003 will be 8:00 AM to 8:00 PM Monday through Friday.

e-JAS codes

There are two e-JAS codes that indicate a participant is receiving post-employment services from ESD.

They are:

- JS- job search activities offered by local ESD staff.
- PS-Post-TANF Services offered by the WorkFirst Call Center staff for job retention and wage progression.

Other e-JAS codes, in tandem with the PT or FT codes, indicate that the client is participating in other post-employment activities. For example:

- VE-Vocational education coupled with work.

Overall Post-Employment Principles

Work is better than welfare

Work provides the best opportunity for families to raise their income and leave poverty.

Those who work always have more income than if they receive only welfare.

Step-by-Step guide



- 1) When the ESD WorkFirst office worker finds out a participant got a job, 20 or more hours a week, he or she:
 - a) Closes the JS component (with an EE closure code), and opens the PT or FT component including the number of hours of employment; and
 - b) Opens the RX referral code to let the case manager know the IRP needs to be updated.

- 2) If the DSHS WorkFirst Program Specialist is the first one to find out the participant is working 20 or more hours a week, either in person, by phone, mail or voice mail, he or she closes the JS component (with an EE closure code), opens the PT or FT component including the number of hours of employment and completes the employment information screen in e-JAS. If less than 20 hours a work the JS will stay open.

If the employment will close the TANF grant, the participant will work with WPLEX staff for job retention and wage progression. This referral is automatic when TANF closes, (if it is coded TANF 5 with employment)

If the employment will not close the TANF grant the DSHS WorkFirst Program Specialist:

- a) Informs the participant of the full-time participation requirement
 - b) Offers the participant the option of adding training to their activities or working with the local ESD WorkFirst staff to get assistance to get a better job. When bundling the appropriate block of time for training or job search with employment to equal full time, these activities count toward full time participation.
 - c) Refers the customer to the training institution if appropriate, using an RA referral code. The training provider will then contact the participant and schedule an appointment to discuss possible training options. Based on assessments and a college placement test, A training plan will be developed. The case manager will be notified of the training plan. The RA code will be closed and the appropriate training code will be entered. Please refer to Chapter 7 in the WorkFirst training handbook for details on the part time work/part time training.
 - d) Appropriately updates the IRP.
 - e) If the participant has exited TANF then refer the participant to the WorkFirst Call Center.
- 3) The DSHS WorkFirst Program Specialist works the RX list and he or she:
 - a) Contacts the customer to update the IRP. The IRP must be updated within seven calendar days of the RX.

- b) Informs the customer of the full-time participation requirement.
 - c) Offers the participant the options for adding training to their activities or working with the local ESD WorkFirst office for job search assistance to get a better job.
 - d) Refers the participant to the training institution if appropriate, using an RA referral code.
 - e) Or, refers the participant to the local ESD WorkFirst office and enters the new JS component.
- 4) It is necessary to close the old JS component and then reopen JS to reset the 12 week job search counter, and to enter the correct participation level for the part-time job search.) If the participant has exited TANF then refer the participant to the WorkFirst Call Center.

When part-time employed TANF recipients are referred to the local ESD WorkFirst staff, staff will:

- a) Engage clients in job search activities that will assist them to find better jobs or full-time work;
- b) Work with each participant to update and use the Success Plan information;
- c) Inform and encourage clients to explore training options and opportunities;
- d) Refer clients to the colleges when they express an interest and notify the DSHS case manager if the client decides to pursue work coupled with training.

If the participant is off the grant (TANF 5) the ESD WPLEX staff will:

- a) Contact the participant the first day the participant's name appears in the queue,
- b) Open the PS indicator.
- c) Update employment information screen in e-JAS if necessary.
- d) Develop/update and monitors the success plan, which is used as a tool to guide the participant on the road to self-sufficiency..

- e) Provide customer support and assistance to retain and progress in their current job or develop strategies to get a better job.
- f) Make job referrals, contacts employers and provides job search assistance to customers.
- g) Document in e-JAS to show participant services
- h) As needed, refers participants to community based organizations to assist in dealing with barriers to job retention/wage progression.
- i) Refer participants interested in skills enhancement to the ESD co-located staff.

Resources

Related WorkFirst Handbook Chapters

- [Support Services Directory](#)
- [Working Connections Child Care](#)

